

# **AGREEMENT**

between

SAFE HAVEN SHELTER FOR BATTERED WOMEN

AMERICAN FEDERATION OF STATE COUNTY AND  
MUNICIPAL EMPLOYEES UNION

COUNCIL 5, LOCAL 3558

October 1, 2025 - September 30, 2027

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## AGREEMENT

THIS AGREEMENT is entered into and is effective as of the 1<sup>st</sup> day of October, 2025, to and including September 30, 2027, between SAFE HAVEN SHELTER FOR BATTERED WOMEN, referred to hereinafter as the "Employer," and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES UNION, COUNCIL 5, LOCAL 3558, hereinafter referred to as the "Union."

It is the intent and purpose of the Employer and the Union to promote and improve labor-management relations between them and to set forth herein the basic terms of agreement covering wages, hours, and conditions of employment to be observed by the parties and the employees.

It is understood and agreed by both the Union and the Employer that the parties have bargained fully on all matters, and that this Agreement sets forth the entire understanding and agreement of the parties and may not be modified in any respect without a writing signed by both parties. It is further agreed that all subjects of bargaining not otherwise covered herein are to be considered waived, and neither party shall have any obligation to bargain on such subjects for the duration of this Agreement, except that, upon the Employer's request, the parties shall have an obligation to meet and negotiate on issues related to compliance with the American with Disabilities Act.

In consideration of the mutual promises and agreements between the parties hereto, and in consideration of their mutual desires in promoting the efficient conduct of business, and in providing for the orderly settlement of disputes between them, the parties to this Agreement agree as follows:

## ARTICLE 1

### RECOGNITION

1.1 In accordance with the certification issued by the Bureau of Mediation Services, Case No. 93-RCE-546, the Employer recognizes the Union as the sole collective bargaining agent for all regularly scheduled full and part-time employee of the Safe Haven Shelter for Battered Women employed by Employer at its Duluth, Minnesota facilities, excluding all other employees including, but not limited to, supervisory and casual employees and independent contractors. Employer also recognizes the Union as the sole collective bargaining agent for all casual employees as defined herein employed by Safe Haven Shelter for Battered Women at its Duluth, Minnesota facilities.

## ARTICLE 2

### MANAGEMENT RIGHTS

2.1 All management functions and responsibilities, whether or not exercised by the Employer prior to the execution of this Agreement, are reserved exclusively to the Employer, except to the extent that the same are expressly restricted by a specific provision of this Agreement. By way of illustration, management rights shall include, but not be limited to, the right to hire, fire, suspend, discipline, lay-off, transfer, promote and demote employees; to require physical examination of employees as an incident to their receiving benefits under any of the Employer's benefit plans; to assign duties to and direct the performance of employees; to determine the starting times, quitting times, number of hours worked, and working days during the work week; to require overtime and make temporary work assignments; to reorganize, enlarge, reduce, or discontinue an employer function, position, program or department; to promulgate rules and procedures relating to employment; to promulgate and enforce personnel policies; to introduce new or improved methods of operation or facilities; to establish new jobs or change job contents; to determine the manner, means, and methods by which all operations of the Employer shall be carried out; to subcontract work and to take such other actions as it deems necessary to maintain the goals and efficiency of the Employer's operations.

2.2 The Employer's exercise of any management right or function in a particular manner on one occasion shall not preclude the Employer from subsequently exercising the same right or function in any other manner which does not expressly violate a specific provision of this Agreement. The Employer's failure to exercise any right or function reserved to it on a particular occasion shall not be deemed a waiver of its right to exercise the same on another occasion.

2.3 As determined by the Employer, other employees, including but not limited to managerial, supervisory employees, independent contractors or students and clinical interns, may perform work usually done by employees in the bargaining unit. Work may be contracted out or subcontracted outside of the Employer in whole or in part as determined by the Employer, except that Employer may not use its subcontracting powers to displace the position of any present unit employee.

### ARTICLE 3

#### UNION REPRESENTATIVES

3.1 Authorized representatives of the Union may visit certain designated areas of the Employer's premises to speak with employees during working hours, but only for the purpose of discussing matters relating to the interpretation and performance of this Agreement or investigating grievances which have been filed, after notice to and approval by the Employer has been obtained. Such approval shall not be unreasonably withheld. Such visits shall be restricted to the time and place so approved.

3.2 No Union business or solicitation shall be conducted on the Employer's time, except for matters relating to the interpretation and performance of this Agreement or the processing of grievances, nor shall any Union meetings be conducted on the Employer's time or premises.

3.3 The Union shall designate in writing to the Employer the names of those Union members serving as stewards.

3.4 The activities of the stewards are expected to consume no more time than reasonably necessary, and they shall not interfere with the performance of the steward's work, the work of any other employee, or the operation of the Employer.

3.5 Any grievant and steward assisting that grievant who is required to be absent from duty to process a grievance shall be granted the necessary time off without loss of pay, without discrimination and without loss of seniority rights or any other rights granted by the Employer under this Agreement. Any such absence from duty shall be subject to the approval of the Department Head and shall not be granted if the absence would disrupt necessary Employer functions. Notwithstanding the above, the Employer shall not be obligated to reimburse a grievant or steward for wages lost in attending an arbitration hearing.

3.6 The Union shall be permitted to hang one (1) bulletin board per work site for the posting of matters of interest to the members, provided the postings are not political, at a location authorized by the Employer on their premises.

3.7 The Union, through one of its designated stewards, shall be provided an opportunity to meet with newly hired unit employees at a time designated by the Employer during the first week of employment for a period of up to thirty (30) minutes, for purposes of orientation. The Union shall have no additional work time orientation communications with new hires.

## ARTICLE 4

### UNION SECURITY

4.1 Membership in the Union is not compulsory. Employees may join, elect not to join, maintain, or resign their membership in the Union, as they see fit. However, since the Union is the exclusive representative of all bargaining unit employees, and each employee benefits equally from such representation without regard to Union membership, each employee shall assume their fair share of the expense of such representation. Accordingly, all unit employees who elect not to join the Union or who resign from the Union or for any other reason do not maintain union membership shall, as a condition of continued employment, pay to the Union a monthly fair share fee.

4.2 Notwithstanding Section 4.1 herein, employees hired by Employer for short-term positions of one year or less shall not be subject to payment of a fair share fee.

4.3 Dues and Fair Share Fee Checkoff. Upon receipt by the Employer of a fully completed, signed, voluntary written assignment by an Employee in the form of the Authorization for Payroll Deduction of Member Dues, the Authorization for Payroll Deduction of Fees, or the AFSCME People Authorization attached hereto as Exhibits A, B and C, Employer will deduct from 24 of 26 paychecks of such Employee during the effective period of such assignment 1/24 of the annual union dues or fair share fee, as the case may be, PEOPLE (Public Employees Organized to Promote Legislative Equality) will be deducted from all 26 paychecks. The Employer will promptly remit any and all amounts so deducted to the Union.

Dues, fair share and PEOPLE fees will be authorized, levied and certified by the Union in accordance with then Constitution and Bylaws of the local union and pursuant to applicable law regarding fair share fees. Each Employee in the Union hereby authorizes the Employer to rely upon and to honor certifications by the Union regarding the amounts to be deducted and the legality of the adopting action specifying such amounts of Union dues and fair share fees.

4.4 Hold Harmless. The Union agrees to indemnify, defend and save the Employer, each individual board member of the Employer, and all Employees and agents, harmless against any and all claims, demands, costs (including attorneys' fees), suits or other forms of liability and all costs or administrative agency costs that may arise out of or by reason of, action taken by the Employer for the purpose of complying with this article.

4.5 Disputes Concerning Checkoff System. Any dispute between the Employer and Union which may arise as to whether an employee properly executed or properly revoked an assignment shall be reviewed with the Employee with a representative of the Union and a representative of the Employer. Should this review not dispose of the matter, the dispute shall be referred to the grievance procedure herein.

## ARTICLE 5

### STRIKES AND LOCKOUTS

5.1 It is agreed that during the term of this Agreement, there will be no strikes, stoppage of work, or slowdowns of any kind by the employees, or lockouts by the Employer.

5.2 As a further extension and definition of the "No Strike" clause, to the extent permitted by law, during the term of this Agreement the Union waives the employees' right to refuse to cross legal picket lines at the Employees facilities, whether of the Union, any other union, or an affiliated picket, except during any period when an employee reasonably anticipates that bodily harm may result to such employee.

5.3 Participation in any of the activities prohibited by Article 5 of this Agreement by any employee or group of employees shall be just cause for discharge or other disciplinary action, at the sole discretion of the Employer.

## ARTICLE 6

### CLASSIFICATION OF UNIT MEMBER EMPLOYEES

6.1 Full-Time Employees. The category of full-time employees shall include persons hired by the Employer for a position wherein the employer expects that the employee will be regularly scheduled to work a minimum of thirty (30) hours per week in a continuing position, who have completed the required probation period and whose job requirements do not include participation in supervisory duties.

6.2 Part-Time Employees. Part-time employees are employees regularly scheduled to work less than thirty (30) hours per week who are not casual employees, who have completed the required probation period and whose job requirements do not include participation in supervisory duties. The mere fact that a part-time employee may on occasion be scheduled for more than thirty (30) hours per week shall not result in that person being reclassified as a full-time employee.

6.3 Casual Employees. Casual Employees are employees who are not scheduled to work but sign up to work and actually work a minimum of sixteen (16) hours per pay period, who have completed the required probationary period and whose job requirements do not include participation in supervisory duties. There shall be no more than ten (10) casual employees employed at any time.

## ARTICLE 7

### SENIORITY

7.1 Seniority shall be based upon hours of service with the Employer from the first date of employment. Seniority shall be considered broken if an employee: (1) is duly discharged by the Employer; (2) voluntarily quits; (3) has been laid off continually for a period of twelve (12) months; or (4) is called back to work after a layoff by registered mail to their last known address and does not report for work within the time periods set forth in Article 8, Section 8.8. Employees taking a job for the Employer out of the bargaining unit shall retain seniority accrued while in the unit, but shall not accrue seniority while out of the unit.

7.2 Seniority shall have no application to the hiring process. Employer retains the unrestricted right to use an open hiring procedure whereby it may consider and hire any and all persons, whether presently employed or not, for a position. This right shall apply to any circumstance in which hiring is desired by the Employer, including, but not limited to, the creation of a new position or the filling of an existing position; except that when filling a position vacated by a layoff, any laid off employee shall have the recall rights as defined in this Agreement. Newly created positions and vacancies in current classification positions shall be posted at the work site for a minimum of 7 days. All interested, qualified employees shall be interviewed. Employer's agreement to post newly created positions and vacancies in current classification positions shall not prohibit Employer from advertising to fill the position during the posting period or at any other time. The provisions of this section apply to unit positions only.

7.3 The Employer will provide a seniority list annually or if requested which includes all bargaining unit employees and their dates of hire.

7.4 Notwithstanding Sections 7.1, 7.2 and 7.3, casuals shall not accrue seniority and seniority shall not apply to casuals.

## ARTICLE 8

### EMPLOYEE STATUS

8.1 New Employees will be employed for a probationary period for the first one hundred twenty (120) calendar days of employment and shall not accumulate seniority for this period. New probationary employees shall receive a mid-point performance evaluation. However, if said employee is retained following their probationary period (or after an extension thereof as provide in 8.3 below), their seniority shall revert to the last date of hire and be computed on an hourly basis as set forth in Article 7, Section 7.1. Employees discharged during the trial period (or an extension thereof as provided in 8.3 below) shall not have recourse through any provisions of this Agreement.

The Employer will notify the Union when a new employee has completed their probationary period. New employees will not be scheduled to work alone during the first thirty (30) calendar days after hire.

8.2 Employees transferring to a new program, or into a Lead Advocate position, shall serve a probationary period of one hundred twenty (120) calendar days which shall not affect their seniority.

8.3 The Employer may extend the probationary period one time for any probationary employee for an additional period not to exceed one hundred twenty (120) calendar days. In order to exercise this provision, however, the Employer must notify the probationary employee in writing, with a copy to the Union, no later than fifteen (15) calendar days prior to the expiration of the original probationary period. Such notification shall state the reasons for the extension, the problem areas involved, and the corrective action required.

8.4 During the probationary period or extension thereof, if the employee's performance does not meet satisfactory standards, in the exclusive judgment of the Employer, then the Employer may dismiss the employee if newly employed, or in the case of an employee serving a probationary period in another program or in a Lead Advocate position due to transfer or promotion to a bargaining unit position, the Employer may transfer or demote the probationary employee to the employee's original position. The Employer's decision is final and shall not be deemed a breach of this Agreement nor be subject to the grievance or arbitration procedure of this Agreement.

8.5 Should an employee accept a position not covered by this Agreement, such as a managerial or supervisory position, they shall not be entitled to any rights under this Agreement, including, but not limited to, a right to return to their original position.

8.6 Layoffs. The Employer will determine the need for and the timing of any layoffs, the number of employees to be laid off, and the programs and job classifications affected. The Employer retains the right to lay off full-time employees, part-time employees, casual employees, or positions within multiple classifications. Existing programs include: (1) shelter adult's program; (2) shelter children's program; (3) intervention program; (4) administration program; (5) education

program; (6) volunteer program; (7) self-sufficiency program; (8) youth program, (9) extended shelter program and (10) transitional support program. The Employer reserves the right to create new programs or delete existing programs. The Employer shall be restricted in its right to lay off only within the program selected by the Employer for the layoff and then only within the classification selected by the Employer for layoff. In such a case, the Employer will layoff employees in the inverse order of seniority (except for casual employees who will be laid off in reverse order of hiring as a casual employee), provided the senior employee has the qualifications for the position which remains. For example, the Employer shall have the right to determine that a layoff will be made in the intervention program rather than some other program and shall have the right to determine that the layoff shall be made of a full-time employee rather than a part-time employee. In that case, the Employer would layoff the least senior full-time employee in the intervention program provided that the more senior full-time employee has the qualifications for the position which remains.

8.7 Bumping Rights. In the event the Employer decides to layoff a full-time employee in a certain program and there is a part-time employee working in that program having less seniority than the full-time employee to be laid off, then the full-time employee shall have the opportunity to take the part-time position.

8.8 Recall. If the Employer determines to fill a vacancy in a program from which employees are laid off, employees who are laid off will be recalled in the reverse order of layoff provided the employee is qualified for the available position in the program. The employee shall be obligated to keep the Employer advised, by written notice to the department head, of the employee's current mailing address. The Employer will forward notice of recall by certified mail to the last known address of the employee reflected on Employer records. The employee must, within three (3) calendar days of delivery, or in the event the Post Office is unsuccessful in delivering the notice, within three (3) calendar days of the Post Office's last attempted delivery, notify the Employer their intent to return to work on the date specified for recall and, thereafter, return to work within seven (7) days of giving such notice. An employee who fails to notify the Employer of intent to return to work or fails to report for work in timely fashion, as required by this paragraph, shall be deemed to have waived the right to be recalled to employment and shall lose all right to be recalled in the future. Employees in layoff status shall retain recall rights for a period of one (1) year following the date of layoff.

## ARTICLE 9

### WAGES, WORK SCHEDULES OVERTIME

9.1 Wages. Employees shall be paid the hourly wages set forth in Appendix A, attached to this agreement. The pay period shall run from 12:00:01 AM Sunday through 11:59:59 PM Saturday. Pay checks shall be issued within five (5) days after the end of the pay period, provided the employee timely submits their timesheet by the deadline for submission. Employer will establish an electronic system for submitting timesheets to be used by all employees. All timesheets must be submitted by noon on the Monday following the end of the pay period.

9.2 Maximum Consecutive Hours. Employees shall not be required to work more than sixteen (16) consecutive hours, to be followed by a minimum of eight (8) hours off before being required to return to work.

9.3 Call Back. An employee who is called back to duty by the Employer, not merely by another staff member, during the employee's scheduled off duty time shall receive a minimum of one (1) hour pay at the straight time rate of pay. This shall not apply if the call back is caused by the employee's negligence. In the event the employee works for more than one hour as a result of the call back, the employee shall be paid only for time actually worked and shall not receive an extra hour's pay.

9.4 Mandatory Training. Mandatory meetings, training, and seminars shall be considered work hours and overtime shall be paid, if appropriate. If an employee is not scheduled to work at, the time such mandatory meetings, training, or seminar occurs, they shall be paid for any hours in attendance as additional work hours. Employees shall not be required to adjust their schedules to avoid additional work hours or overtime, but have the option to do so with Employer approval. Casual employees are not required to attend weekly shelter staff meetings outside of the hours of the shifts they have signed up for but shall be required to attend mandatory trainings upon four (4) weeks' notice except where Employer is required by a third-party (government or private party) to complete the training prior to the four (4) weeks in which case they shall be required to attend on shorter notice.

9.5 Work Schedules. Staff schedules for full and part-time employees will be posted on site by the Employer by the 15<sup>th</sup> of the month prior to next month's schedule taking effect. Starting on the 16<sup>th</sup> of the month prior to the next month's schedule taking effect, casual employees will begin signing up for open shifts on a rotational basis. The first casual employee to sign up for shifts this month will be the last casual employee to sign up for shifts next month and so on. During the first pass for signing up for shifts each casual employee will be allowed to sign up for no more than eight (8) hours each week. During the second pass for signing up for shifts there is no limit on the number of hours each casual employee may sign up for.

9.6 No Call/No Show. An employee who fails to report for work for three (3) shifts during any twelve (12) month period without notifying Employer shall be deemed to have voluntarily resigned. This section shall not be construed to permit any unauthorized absences or tardiness and the employee may be disciplined for the first two failures to report.

## ARTICLE 10

### EMPLOYEE BENEFITS

10.1 Automobile Liability Protection. The Employer maintains non-owned automobile liability protection. All employees whose duties include job-related use of a car must have the amount of auto insurance required by the Employer and must provide a certificate of insurance upon request. A copy of this certificate must be provided to the executive director before such an employee's employment. Employees required by Employer to use their personal vehicle for work, who make a written request, and who maintain auto insurance at levels set by Employer shall be paid on the second payroll in June \$75 per year.

#### 10.2 Health.

- (a) Pursuant to Section 10.5 herein and without waiving any future rights as contained in that section, Employer will make available to its full-time employees group health insurance coverage for employees and their dependents, but not for an employee's spouse or partner.
- (b) Employer agrees to pay 80% of the cost of single health group coverage for full time employees and 75% of the cost of dependent coverage (excluding spouse or partner) for full time employees. The practice of internal pooling of premiums for single health group coverage will continue and Employer's contributions for each eligible employee will be based on the post-pooling amount. Dependent coverage will not be pooled.
- (c) If a full-time employee elects coverage and pays their share of the premium, this coverage will become effective thirty (30) days from their first day of employment.
- (d) Employer retains the right, at its option, of making available to its employees group health insurance coverage in addition to that identified in Sections 10.2(a), (b) and (c) on terms and premium contribution rates to be determined by Employer.
- (e) Except as otherwise provided in the contract for insurance, coverage will end at the end of the month in which the employee last actually worked.

#### 10.3 Dental.

- (a) The Employer agrees to pay 100% of the cost of single dental coverage for all full-time employees and 50% of the cost of family coverage for full-time employees.
- (b) If a full-time employee elects coverage and pays their share of the premium, if any, this coverage will become effective on the first of the month following thirty (30) days from their first day of employment.

10.4 Disability and Life. The Employer agrees to provide, at its own cost, life and disability insurance to full-time employees.

10.4(a) Annuity Plan. Employer currently maintains the Safe Haven Shelter for Battered Women 403(b) tax sheltered annuity plan, the terms of which shall control all aspects of the plan. In addition to acknowledging that all terms of the plan control, employer and union specifically acknowledge that pursuant to the plan, employer is not obligated to make any contributions to the plan on behalf of plan participants and that employer is empowered to, in its sole discretion, amend the plan as provided for in the plan. To the extent allowed by law and the terms of the plan, casual employees shall not be eligible to participate in the plan except on a self-funded basis with no Employer contributions.

10.5 Employer's Rights to Determine Coverage. Employer retains sole right and discretion to select and change the insurer(s) providing insurance benefits and to select and change policies and terms of policies for all types of insurance.

10.6 Claims Against the Employer. The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy. It is further understood that the Employer's only obligation is to pay such amounts as agreed to herein and no claim shall be made against the Employer as a result of a denial of insurance benefits by an insurance carrier.

10.7 Lunch Breaks. All employees receive a half-hour paid lunch break if they work a minimum of five and one-half (5.5) hours during a shift. At the Employer's discretion, employees may be allowed to take an occasional additional one-half hour at lunch unpaid with the prior approval of their supervisor. Lunch breaks will be uninterrupted whenever possible. Lunch breaks should be taken away from the employee's work space to avoid interruptions. At least one staff person trained in the program must be available to answer crisis calls. In the event Employer schedules meetings during an employee's lunch break, then the employee may take their lunch break later, except that the employee may not take the lunch break at the end of their shift in order to leave early.

10.8 Year-End Bonus. Employer will pay employees a year end bonus of fifty dollars (\$50).

## ARTICLE 11

### REIMBURSEMENT OF EXPENSES

11.1 Transportation. Mileage, at the I.R.S. rate per mile, is paid to employees for work-related purposes upon approval from appropriate supervisor. Mileage is not reimbursed for travel to and from work (even if there is an intervening business stop), staff or board meetings. Mileage sheets must be filled out stating date, place, purpose and total miles for each trip. Odometer readings for long-distance trips should be recorded on these sheets. For mileage to be reimbursable, mileage sheets must be turned into an employee's supervisor within five (5) business days of the end of the month in which the mileage was incurred.

11.2 Parking. Reimbursement to employees is on an actual expense basis. Charges should be necessary and reasonable, and consistent with the facilities available. When receipts or other evidence of payment, such as parking stubs, are issued, such evidence should be submitted with the expense account. Parking tickets will not be reimbursed whether using the Employer's vehicle or personal vehicle.

11.3 Meals. Reimbursement to employees for meals during a work related trip to a destination 35 miles or more from the Employer's work location is as follows:

- (a) Employer will reimburse employees for meals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required, except for business meals not reimbursed as a per diem which is addressed in this section below.
  - (i) Payment for the first and last day of travel will be at 75% of the full per diem.
  - (ii) If the conference or meeting which the traveler attends provides a meal, the value of that meal, as determined by GSA tables, will be deducted from that day's per diem.
- (b) Vendor receipts/invoices must be submitted for all meals other than meals reimbursed with per diems.
- (c) For all meals not reimbursed as a per diem, the following must be clearly identified:
  - (i) Names, titles, organizations, and business relationships of all persons.
  - (ii) The business purpose of the meal.
  - (iii) Meal receipts should be the actual, detailed receipt, not the credit/debit card receipt as the credit/debit card receipt may not provide enough detail.

11.4 Lodging. Reimbursement to employees is as follows: When overnight accommodations are required while traveling on Employer business, the least expensive accommodations should be requested whenever possible. Receipts must be furnished to obtain reimbursement.

11.5 Pre-Approval Required. Attendance of conferences, workshops, etc., must be pre-approved by the Employer. Absent pre-approval, Employer shall not be obligated to reimburse employees for related expenses, including meals, travel and lodging.

## ARTICLE 12

### LEAVES OF ABSENCE

#### 12.1 Sick Leave.

(a) Sick leave shall be charged only for such days as an employee would otherwise have been at work. It may be used in the following cases:

- (1) When an employee is incapacitated for the performance of official duties by illness, injury, mental health, pregnancy, or childbirth.
- (2) When an employee has a medical, dental, mental health, or optical appointment for examination or treatments, if the appointment cannot be scheduled on days off. Every attempt shall be made by the employee to schedule appointments during non-work hours.
- (3) When a member of the employee's immediate family is ill and requires the care and attendance of the employee, or when a member of the employee's immediate family has a medical, dental or optical appointment for treatment of an injury or illness or in the event of a death in the immediate family of the employee. Immediate family includes spouse or same-sex domestic partner, parents, stepparents, grandparents, great-grandparents, children, stepchildren, grandchildren, brothers and sisters. The executive director may determine that relatives other than those identified are, in fact, members of, the immediate family.
- (4) When, through exposure to contagious disease, the presence of the employee at their job would jeopardize the health of others.

(b) Sick leave shall be earned at the rate of .04615 hours for each hour paid (based on hours up to but not exceeding 40 hours paid per week) and accrued biweekly. Thus, for example, an employee paid for 42 hours one week and 45 hours the next week would earn sick leave on 80 total hours for that two-week period (40 each week) at the rate of .04615 per paid hour for a biweekly accrual of 3.692 hours of sick leave (80 x .04615).

(c) Employees may accumulate up to 240 hours of unused sick time.

(d) Sick leave may not be taken before it is earned and must be taken in no less than quarter-hour (15 minute) increments.

(e) After three (3) working days of sick leave, a statement from the employee's physician is needed for the use of additional sick leave.

(f) Accrual of sick leave for employees begins on the date of employment.

(g) Sick leave may not be used as vacation time and will not be reimbursed when employment is terminated.

(h) If an employee becomes eligible for workers' compensation and still has accumulated sick leave, then the employee may receive the difference between the workers' compensation payment and the regular wage, with the time compensated charged against accrued sick leave. The charge against sick leave will be computed on a pro-rated basis.

(i) Sick time pay is not available to an employee who becomes ill during a scheduled vacation except that an employee who becomes ill and is hospitalized during a scheduled vacation may use sick leave pay instead of vacation pay for the period that they are hospitalized, with notification and verification to the Employer.

(j) Employees who exhaust their earned sick leave and, for medical reasons, continue to need time off work shall have any accrued vacation automatically applied to missed work days.

12.2 Jury Duty. Full and part-time employees shall be entitled to ten (10) days time off with pay to serve on jury duty. If full-time attendance is not required while on duty, the employee is expected to work. The Employer will pay the difference between the juror's fee and the employee's regular salary. Employer will pay only for such days as an employee would otherwise have been at work.

### 12.3 Full-Time Employee Unpaid Parental Leave.

- (a) Full-time employees may take up to one year of unpaid parental leave for the birth or adoption of a child after they have worked for the Employer for over a year. The portion of the health and dental insurance premiums normally paid by the Employer will be paid for full-time employees for the first six (6) months of the leave. The employee will pay the full cost of health and dental insurance premiums for leave extending longer than six (6) months.
- (b) The full-time employee must give at least one month's notice prior to the start of the leave. Any changes in the leave agreement after notice has been given must be negotiated with the Employer.
- (c) Accrued sick and vacation time may be used toward unpaid parental leave.

### 12.3(1) Paid Parental Leave.

Full-time and part-time employees who have worked for Employer for over a year are eligible to receive six weeks of paid leave for the birth or adoption of a child. The six weeks of paid leave shall reduce the available unpaid leave allowed under 12.3(a). The six weeks of paid leave shall be pro-rated for part-time employees.

### 12.3(2) Offset.

Any parental leave taken pursuant to in Sections 12.3 and 12.3(1) shall offset any leave available under the Minnesota Parental Leave Act.

12.4 Statutory Pregnancy and Parental Leave.

- (a) Employer shall grant to its employees eligible under Minn. Stat. § 181.940-941 unpaid pregnancy and parenting leave pursuant to the terms of those statutes which currently provide for up to 12 weeks of unpaid leave.
- (b) The employee must give at least one month's notice prior to the start of the leave. Any changes in the leave agreement after notice has been given must be negotiated with the Employer.
- (c) The parental leave granted herein shall be in conformance with the Minnesota Parental Leave Act.

12.5 Emergency Leave. Following the exhaustion of accrued leave (sick, then vacation) unpaid emergency leave of up to one (1) month, taken for such reasons as medical necessity, chemical dependency treatment, death in the family, domestic violence, and mental health is available to employees. An employee taking such leave shall give prior notice and obtain prior approval from the Employer. If an emergency situation prevents an employee from providing prior notice, then the employee shall within 24 hours provide such notice. An employee taking emergency leave shall inform Employer of their return date or, if undeterminable, shall contact Employer weekly with a status report and provide Employer with an address where they can be contacted. The portion of health and dental insurance premiums normally paid by the Employer may, at Employer's sole discretion, be paid for up to one (1) month.

12.6 Non-emergency Leave.

- (a) Requests for unpaid, non-emergency leave must be made in writing to the Employer at least one month in advance. Accrued vacation time must be used toward non-emergency leave. Such leave shall be granted or denied at Employer's sole discretion. Such leaves are available only to employees who have worked for the Employer for over one year and are granted with the understanding that the employee will be returning to work. A written agreement should be drawn up between the employee and the Employer, stating the length and terms of the leave.
- (b) Health and dental insurance benefits may be continued at the employee's sole expense, if applicable.
- (c) Sick leave may not be taken while on non-emergency leave.

12.7 Union Leave. Subject to Employer's staffing needs, Employer will allow a total of twelve (12) unpaid days within the October 1, 2019 - September 30, 2021 contract period to be shared among the unit members for the purpose of conducting Union business. Requests for union leave in the shelter program must be submitted to the program supervisor by the 5<sup>th</sup> of the month prior to

the month in which the leave is to be taken and for other programs must be submitted to the program supervisor fourteen (14) days in advance. Requests will be considered in the order that they are received. No more than two employees at a time (one (1) employee from the shelter, and one (1) employee from the resource center) may take union leave.

12.8 Part-Time Employee Unpaid Leave. With prior approval of Employer, which may be withheld due to staffing needs, part-time Employees may take up to ten (10) unpaid days off annually after their vacation has been exhausted.

## ARTICLE 13

### VACATION

#### 13.1 Vacation for Full-Time and Part-Time Employees (not available to casual employees).

- (a) Paid vacation time is earned by full-time and part-time employees based on hours paid (based on hours paid per week up to but not exceeding 40) according to the chart below and is accrued biweekly.

Tenure	Vacation Hours Accrued Per Hour Paid (Based On Hours Paid Per Week Not to Exceed 40)
0 through 2 years	<u>.03846</u>
3 through 4 years	<u>.05769</u>
5+ years	<u>.07692</u>

- (b) Vacation accrued during the first ninety (90) days of employment may not be taken until after this time.
- (c) Full-time employees may carry earned vacation time into the next fiscal year, but may not accrue more than a total of 240 hours of vacation at any one time. Any vacation time in excess of 240 hours shall be forfeited.
- (d) Part-time employees may carry earned vacation time into the next fiscal year, but may not accrue more than a total of 120 hours of vacation at any one time. Any vacation time in excess of 120 hours shall be forfeited.
- (e) Vacation requests for two (2) weeks or more must be cleared by the program supervisor and approved by the Employer at least one month in advance.
- (f) Requests for vacation time in the shelter program must be submitted to the program supervisor by the 5<sup>th</sup> of the month prior to the month in which the vacation is to be taken and for other programs must be submitted to the program supervisor fourteen (14) days in advance. Requests will be considered based on the staffing needs of Employer. No more than one-third (1/3) of the staff in the same program may be gone at the same time (with the exception of a two-day overlap) without the program supervisor's approval. Programs with two (2) or fewer staff must schedule vacations in a manner which ensures consistency in the program. Staff must consider the workload of the Employer when planning vacations. Once a vacation request is approved, the Employer shall not thereafter withdraw approval.
- (g) To be paid for accrued vacation at time of termination, an employee must voluntarily terminate employment, must be a part-time or full-time employee, must have more than one year of service for Employer, must provide Employer a minimum of two weeks' written notice of termination with the last day of the notice

not being a holiday not scheduled to work, and must work all regularly scheduled hours between the time the two week notice is provided and termination (unless missed due to medically documented injury or illness preventing employee from working).

## ARTICLE 14

### HOLIDAYS

#### 14.1 Holidays.

- (a) Employer recognizes the following holidays (hereafter referred to as “Holiday”):

New Year's Day  
Martin Luther King Jr.'s Birthday  
International Women's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

For non-shelter programs, if a holiday falls on a Saturday, the previous Friday will be considered the holiday, if it falls on a Sunday, the following Monday will be considered the holiday.

14.2 Day and evening full-time employees who are not scheduled to work on a Holiday shall receive eight hours of pay at straight time for that holiday. Night full-time employees who are not scheduled to work on a Holiday shall receive 12 hours of pay at straight time for that holiday.

14.3 Day and evening full-time employees who work on a Holiday shall receive eight hours of holiday pay at straight time plus regular wage rate for each hour worked on the Holiday. Night full-time employees shall receive 12 hours of holiday pay at straight time plus regular wage rate for each hour worked on the Holiday.

14.4 Part-time employees who work on a holiday shall receive double time for any hours worked on the Holiday (12:00 a.m. – 11:59 p.m.).

14.5 Full-time and part-time employees may choose to substitute another cultural or religious holiday for the Holidays listed above. Those choosing a substitute holiday must notify the program Supervisor(s) and the Director of Finance one month in advance of the alternative holiday.

14.6 Holiday hours to be worked will be posted for employee sign up. Full-time and part-time employees shall be given an opportunity to sign up. Thereafter, casual employees shall be given an opportunity to sign up. Casual employees shall work a minimum of one holiday annually during the period of October 1 through September 30. All full-time and part-time employees shall sign up for their proportionate share of holiday shifts during each year or be unilaterally scheduled by Employer through the process of placing names of those employees who did not sign up for their proportionate share in a hat and as names are drawn scheduling them in open holiday shifts. Failure to work a scheduled holiday shift shall result in discipline.

14.7 Casual employees shall not receive holiday pay for holidays not worked. Casual employees shall be paid double their base hourly wage for hours worked on a holiday.

14.8 Employees on unpaid leave are not eligible for holiday pay.

14.9 To be eligible for holiday pay for a holiday not worked, among other requirements, an employee must work the employee's regularly scheduled shifts before and after the holiday, unless off on an Employer approved paid leave.

## ARTICLE 15

### DISCIPLINE AND DISCHARGE

15.1 During the probationary period for new employees, an employee may be disciplined or discharged for any reason without regard to whether "just cause" exists. During the probationary period an employee shall not have recourse to the grievance and arbitration procedure described in Article 16.

15.2 No employee, after completing their probationary period, shall be discharged or otherwise disciplined without just cause.

15.3 Discipline will be in one or more of the following forms:

Oral Reprimand	Written Reprimand
Suspension	Demotion
Discharge	

The appropriate level of discipline will be determined by the Employer based on the facts of each case. The Employer will abide by principles of progressive discipline although: (1) it is not bound to use all of the above-identified disciplinary forms, and (2) it retains the right to terminate an employee without prior warning for egregious conduct.

15.4 Suspensions, demotions, and discharges will be in written form.

15.5 Written reprimands, notices of suspension, and notices of discharge which are to become a part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees shall receive a copy of such reprimands and/or notices.

15.6 Employees may examine their own personnel files at reasonable times under the direct supervision of the Employer.

15.7 Records of oral reprimands and written reprimands shall be removed from the employee's personnel file after three (3) years if no further disciplinary actions have been taken during that time period.

15.8 Casual employees being investigated by Employer for potential discipline, if not present at work, shall make themselves available (in person or virtual) for interview by Employer within forty-eight (48) hours of Employer's request (phone and personal email) for interview.

15.9 An employee required to attend an investigatory meeting will be informed in advance of the meeting of the general issues and concerns to be discussed at the meeting; however the Union and employee waive any claim or defense arising from an alleged failure by the Employer to fully disclose all issues and concerns prior to the meeting.

## ARTICLE 16

### GRIEVANCE AND ARBITRATION PROCEDURE

16.1 The filing or pendency of any grievance shall in no way operate to impede, delay, or interfere with the right of the Employer to take the action complained of subject, however, to the final resolution of the grievance.

Failure to appeal a grievance to the next level within the time periods hereafter provided shall constitute a waiver of the grievance.

Failure by the Employer or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level within the time periods applicable to such an appeal using the date the Employer's decision was due as the decision date.

16.2 Grievance Procedure for Employees: Should differences arise concerning the Employer, the Union and/or any employee as to the meaning and application of this Agreement, the following procedure shall be followed by an employee and the Union.

Step 1: The employee shall take up the matter with their supervisor on an informal basis in order to settle the matter promptly. An aggrieved employee may have the Union steward present at any meetings to assist them with Step 1, if they so desire.

Step 2: If the grievance is not satisfactorily settled in Step 1, the aggrieved employee or the Union shall, within fourteen (14) calendar days from the date on which the incident which gave rise to the grievance occurred, file a written grievance with the executive director; provided, however, the fourteen (14) calendar days required and the written grievance requirement may be waived by mutual written agreement. Failure to file such written grievance within fourteen (14) calendar days shall result in such grievance being presumed to be without merit and it shall be barred from further consideration.

The Union steward and the grievant will be allowed to attend the grievance meeting on Employer time.

The written grievance shall set forth the facts giving rise to the grievance, including the date and persons involved, and designate the provisions of the Agreement which allegedly have been violated.

Step 3: The representative(s) of the Employer will confer with the Union steward and Union business representative within fourteen (14) calendar days after receipt of such written grievance in an effort to settle the grievance, unless the time limit is extended by mutual written agreement of the parties. If not settled at this conference, the Employer shall issue a decision in writing on any such written grievance within seven (7) days from the time such grievance meeting is adjourned.

16.3 Employer Union Grievances: Any grievance the Employer or the Union may have raised within the time limits set forth in Step 2 shall be reduced to writing and submitted to the other party's designated representative who will arrange a meeting according to the provisions set out in Step 3 above. If the matter is not satisfactorily settled at this step, the grievance may be processed through the arbitration procedure hereafter.

16.3(a) Mediation. The parties may mutually agree to defer a grievance matter to mediation with a mediator from the Federal Mediation and Conciliation Service prior to submission to arbitration.

16.4 Arbitration Procedure: If the grievance cannot be satisfactorily settled by the above steps of the grievance procedure, either of the parties may request arbitration by giving the other party written notice of its desire to arbitrate within fourteen (14) calendar days after the Employer or the Union has made its final written answer as provided in Step 3 (unless the Employer and the Union mutually agree in writing to extend the time limit), in which even the grievance shall be arbitrated according to the following procedure:

The party desiring to arbitrate shall within five (5) days of giving notice of its desire to arbitrate request the Bureau of Mediation Services (with a copy of such request to the opposite party) to furnish the parties with a panel of five (5) names of impartial arbitrators. From this panel, a representative of the arbitrator shall be selected by each party striking in turn one strike at a time, two (2) names from the list of five (5) persons, the complaining party having the first strike. The person remaining on the list after each party has exercised their strikes shall become the arbitrator. The parties may select an arbitrator by other means, if such other method of selection is confirmed by a written stipulation. The parties shall select an arbitrator within ten (10) days of receipt from the BMS of the panel of arbitrators.

The hearing shall be held within sixty (60) days of the selection of the arbitrator provided the arbitrator provides available hearing dates within that timeframe.

No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

The expenses of the arbitrator shall be borne equally by the Union and the Employer, each party bearing its own preparation and presentation expenses. Each party will be responsible for the expenses of the witnesses that party calls for in the arbitration herein.

16.5 Final and-Binding: Any decision reached at any stage of this grievance procedure shall be final and binding upon the Employer, proceedings or by the arbitration Union and employee involved. The Employer, the Union and the aggrieved employee shall comply in all respects with the result of such decision reached. The parties agree that such decision shall be enforceable in a court of law to the extent the arbitrator did not exceed their powers.

16.6 Arbitrator Limitations: The arbitrator shall not have the power to add to, ignore, or modify any of the terms, conditions, or sections of this Agreement. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this Agreement. Their decision shall not go beyond what is necessary for the interpretation and

application of the Agreement in the case of the specific grievance at issue. The Arbitrator shall not substitute their judgment for that of the parties in the exercise of rights granted or retained in this Agreement. The decision shall be based solely upon their interpretation of the meaning or application of the express terms of this Agreement and the facts of the grievance presented.

16.7 Award of Arbitrator: Where an employee has been discharged in violation of the Agreement, the arbitrator may order the employee reinstated, with or without back pay for loss of income resulting from such discharge. An award of the arbitrator shall not in any case be made retroactive to a date prior to the date on which the subject of the grievance occurred, and in no event more than thirty (30) calendar days prior to the filing of the grievance. The arbitrator's written decision shall be issued within sixty (60) days of the hearing, unless otherwise mutually agreed in writing.

16.8 Contract Remedy: When an employee has any complaint, grievance, or difference regarding the application of the terms and conditions of this Agreement, it is agreed that the grievant will use the grievance arbitration procedure set forth above before attempting to take the matter elsewhere.

## ARTICLE 17

### NO DISCRIMINATION

17.1 Employer and Union agree not to discriminate in the application of this agreement against any employee because of race, color, religion, gender, age, national origin, sexual preference or handicap as prohibited by applicable federal and state legislation.

## ARTICLE 18

### SCOPE OF AGREEMENT

18.1 Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing October 1, 2025 through September 30, 2027, Sixty (60) days prior to the termination thereof as herein provided, either party may initiate negotiations for a new agreement for a succeeding period. Additionally, the parties agree that during the term of the Agreement either party may reopen negotiations on the sole and limited issue of the application and impacts of the Minnesota Paid Family and Medical Leave Law (not to include the Employer's percentage of contribution of premium or its right to deduct employee contributions) by providing the other party sixty (60) day written notice.

18.2 Effect: This Agreement constitutes the full and complete agreement between the Employer and the Union. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, Employer policies, rules or regulations concerning terms and conditions of employment.

18.3 Waiver, Amendments: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties for the life of this Agreement each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, and any subject or matter not specifically referred to or covered by this Agreement, regardless of whether the subject or matter may or may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement except that, upon the Employer's request, the parties shall have an obligation to meet and negotiate on issues related to compliance with the Americans with Disabilities Act.

18.4 Severability. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

SAFE HAVEN  
SHELTER FOR  
BATTERED WOMEN

By: [Signature]  
Its Executive Director  
Dated: October 14, 2025.

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES  
UNION, COUNCIL 5, LOCAL 3558

By: [Signature]  
Its Northern Field Director  
Dated: 10-9, 2025.

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES  
UNION, COUNCIL 5, LOCAL 3558

By: [Signature]  
Its President  
Dated: 10/14/25, 2025.

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES  
UNION, COUNCIL 5, LOCAL 3558

By: [Signature]  
Its Field Representative  
Dated: 10/7, 2025.

## APPENDIX A

### Wages

	<u>10/1/25 to 9/30/26</u>	<u>10/1/26 to 9/30/27</u>
1. Employees having up to but not two years of service.	\$21.16	\$21.79
2. Employees having from two up to but not three years of service.	\$22.10	\$22.76
3. Employees having from three up to but not five years of service.	\$22.73	\$23.41
4. Employees having from five up to but not seven years of service.	\$23.78	\$24.49
5. Employees having from seven up to but not ten years of service	\$24.47	\$25.20
6. Employees having ten and more years of service.	\$25.18	\$25.94

An employee shall be paid a shift differential of \$1.20 per hour for hours worked between 11:00 p.m. and 7:00 a.m.

An employee in a Lead Advocate position shall be paid \$1.25 per hour above an Advocate base wage for all hours paid while in that position.

Years of service for all employees shall accrue and be calculated on an hourly basis with 1,664 hours constituting one year of service. In no event shall an employee accrue more than one year of service per calendar year. Any hours worked by any employee in excess of 1,664 hours per calendar year shall not be credited to that employee for the purpose of determining years of service and shall have no present or future effect on the determination of that employee's years of service. Casual employee years of service shall be based on hours paid as a casual employee.

## EXHIBIT A

Moisten Here and Seal Shut to Return

### A Welcome to AFSCME Council 5! Elect Our Bosses! Become a PEOPLE Member



905001

**YES! I want to contribute to our political fund!** As public workers, AFSCME members elect our bosses. My PEOPLE membership will help ensure we elect pro-worker politicians who will protect our benefits and pensions, and fight for working families across America.

I hereby authorize Minnesota AFSCME Council 5 to file this payroll deduction with my employer and authorize my employer and associated agencies to deduct each pay period the amount certified in the box provided as a voluntary contribution to AFSCME PEOPLE. Amounts so deducted are to be remitted within 30 days of the deduction to the office of Minnesota AFSCME Council 5 for transmittal to AFSCME PEOPLE, P.O. Box 65334, Washington, D.C. 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice to Minnesota AFSCME Council 5.

☐ \$10 per pay period ☐ \$8 per pay period ☐ \$6 per pay period ☐ Other amount: \_\_\_\_\_ per pay period

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

### B Join Our Union! Become an AFSCME Member with Dues Authorization

Last _____		First _____		Middle _____	Employer _____
Address _____		City _____	ST _____	Zip _____	Job Title _____
Home Phone _____	Work Phone _____	Cell Phone _____			
Home Email _____		Work Email _____			

By joining my union, I authorize the AFSCME to use my affiliation and name in all legal, economic, labor, and political activities, and I agree to pay the dues and other charges as set forth in the AFSCME constitution and bylaws. I understand that my dues will be used to support the union's political and economic activities.

I hereby request membership with and authorize Minnesota AFSCME Council 5 to represent me for the purpose of collective bargaining with my employer and to negotiate and conclude all agreements respecting wages, hours and other conditions of employment.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

Additionally, I hereby request and voluntarily authorize my employer to deduct from my wages an amount equal to the regular monthly dues applicable to members of Minnesota AFSCME Council 5, and further that such amount so deducted be sent to Minnesota AFSCME Council 5 for and on my behalf. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice to both my employer and Minnesota AFSCME Council 5 during the period not less than sixty (60) and not more than seventy-five (75) days before the annual anniversary date of this authorization. This authorization shall be automatically renewed as an irrevocable check-off year to year unless I revoke it in writing during the above described window period, irrespective of my membership in the Union.

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. By submitting this form, it shows that I agree with the terms above.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

### C Your Temporary AFSCME Membership Card

**AFSCME Council 5**  
Temporary Membership Card

Full Name (Print Clearly) \_\_\_\_\_

Council 5 are only -  
This is NOT your  
official Member #  
905001

#### Our Mission

**We advocate for excellence in services  
for the public, dignity in the workplace, and  
opportunity and prosperity for all workers**

Retain the card to the left as your proof of membership until your permanent card arrives. Note the number on the card is for reference only and is NOT your official AFSCME member number.

EXHIBIT A

AFL-CIO Council 5, AFL-CIO

Private Employer

Authorization for Payroll Deduction of Member Dues

I hereby request and authorize you to deduct from my earnings an amount sufficient to provide for the regular payment of dues established by AFL-CIO Local Union No. [REDACTED]. The amount shall be certified by said Local Union and any changes in such amount shall also be so certified. The amount deducted shall be used as Minnesota AFL-CIO Council 5 for credit to the account of my Local Union. This authorization and assignment shall be irrevocable for the time of this agreement expires between the Union and the employer, or for one year, whichever is later and shall automatically renew itself for successive years or contract periods thereafter, whichever is later, unless I give written notice to the employer and the Union at least sixty days and not more than seventy-five days before any periodic renewal date of this authorization and expiration of my estate to reverse the same.

[REDACTED]

[REDACTED]

Date Signed

NAME	[REDACTED]	Address	[REDACTED]	City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]
Next of Kin	[REDACTED]	Relationship	[REDACTED]	Address	[REDACTED]	City	[REDACTED]	State	[REDACTED]
Employer	[REDACTED]	Address	[REDACTED]	City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]
Department	[REDACTED]	Address	[REDACTED]	City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]

Employee ID Number

Work Email Address

Residence

Work Phone

File Number

WHITE Council 5 Copy - PINK Employee Copy

# EXHIBIT A

Moisten Here and Seal Shut to Return

## Welcome to AFSCME Council 5! Elect Our Bosses! Become a PEOPLE Member



900815

**YES! I want to contribute to our political fund!** As public workers, AFSCME members elect our bosses. My PEOPLE membership will help ensure we elect pro-worker politicians who will protect our benefits and pensions, and fight for working families across America.

I hereby authorize Minnesota AFSCME Council 5 to file this payroll deduction with my employer and authorize my employer and associated agencies to deduct each pay period the amount certified in the box provided as a voluntary contribution to AFSCME PEOPLE. Amounts so deducted are to be remitted within 30 days of the deduction to the office of Minnesota AFSCME Council 5 for transmittal to AFSCME PEOPLE, P.O. Box 45334, Washington, D.C. 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice to Minnesota AFSCME Council 5.

☐ \$10 per pay period    ☐ \$8 per pay period    ☐ \$6 per pay period    ☐ Other amount \_\_\_\_\_ per pay period

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

## Join Our Union! Become an AFSCME Member with Dues Authorization

Last _____		First _____		Middle _____		Employer _____	
Address _____		City _____		ST _____	Zip _____	Job Title _____	
Home Phone _____		Work Phone _____		Cell Phone _____		By providing my phone number, I understand that AFSCME and its affiliates may use approved calling technologies and/or text message me on my cell phone on a periodic basis. Carrier charges and dues fees may apply in each state. You will receive no more than 5 messages each month.	
Home Email _____		Work Email _____					

I hereby request membership with and authorize Minnesota AFSCME Council 5 to represent me for the purpose of collective bargaining with my employer and to negotiate and conclude all agreements respecting wages, hours and other conditions of employment.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

Additionally, I hereby request and voluntarily authorize my employer to deduct from my wages an amount equal to the regular monthly dues applicable to members of Minnesota AFSCME Council 5, and further that such amount so deducted be sent to Minnesota AFSCME Council 5 for and on my behalf. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice to both my employer and Minnesota AFSCME Council 5 during the period not less than sixty (60) and not more than seventy-five (75) days before the annual anniversary date of this authorization. This authorization shall be automatically renewed as an irrevocable check-off year to year unless I revoke it in writing during the above described window period, irrespective of my membership in the Union.

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. By submitting this form, it shows that I agree with the terms above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# EXHIBIT B

AFSCME Council 5, AFL-CIO		Private Employer		Authorization for Payroll Deduction of Fees	
<p>I hereby request and authorize you to deduct from my earnings at least monthly, an amount sufficient to provide for the regular payment of Agency Fee Fees established by AFSCME Local Union 100. The amount shall be certified by said Local Union and any changes in such amount shall also be so certified. This amount deducted shall be paid to Minnesota AFSCME Council 5 for credit to the account of my Local Union. This authorization and assignment shall be irrevocable for the term of the applicable contract between the Union and the employee, or for one year, whichever is lesser and shall automatically renew itself for successive yearly or contract periods thereafter, whichever is longer, unless I give written notice to the employer and the union at least sixty days and not more than seventy-five days before any periodic renewal date of this authorization and assignment of my share to provide the same.</p>					
		X			
		Employee's Signature		Date Signed	
.....					
Last Name	First Name	Middle Name	SSN (Last 4)	Home Phone	
Street Address	Apt. #	City	State	Zip	Home Email Address
Employer	Work Location		Signature		Job Title
Employee ID Number	Work Email Address		Ann Code	Work Phone	
<p>PR-1000a-8 CANARY Council 5 Copy - PINK Employee Copy</p>					

## EXHIBIT C

Moisten Here and Seal Shut to Return

### A Welcome to AFSCME Council 5! Elect Our Bosses! Become a PEOPLE Member



905001

YES! I want to contribute to our political fund! As public workers, AFSCME members elect our bosses. My PEOPLE membership will help ensure we elect pro-worker politicians who will protect our benefits and pensions, and fight for working families across America.

I hereby authorize Minnesota AFSCME Council 5 to file this payroll deduction with my employer and authorize my employer and associated agencies to deduct each pay period the amount certified in the box provided as a voluntary contribution to AFSCME PEOPLE. Amounts so deducted are to be remitted within 30 days of the deduction to the office of Minnesota AFSCME Council 5 for transmittal to AFSCME PEOPLE, P.O. Box 65334, Washington, D.C. 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice to Minnesota AFSCME Council 5.

☐ \$10 per pay period ☐ \$8 per pay period ☐ \$6 per pay period ☐ Other amount: \_\_\_\_\_ per pay period

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

### B Join Our Union! Become an AFSCME Member with Dues Authorization

Last _____		First _____	Middle _____	Employer _____
Address _____		City _____	ST _____ Zip _____	Job Title _____
Home Phone _____	Work Phone _____	Cell Phone _____	By printing my name, I authorize AFSCME and its affiliates to use my name and likeness for promotional purposes and to use my name and likeness in any way that promotes a positive image of AFSCME and its affiliates. I understand that this authorization is valid until I revoke it in writing.	
Home Email _____		Work Email _____		

I hereby request membership with and authorize Minnesota AFSCME Council 5 to represent me for the purpose of collective bargaining with my employer and to negotiate and conclude all agreements respecting wages, hours and other conditions of employment.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

Additionally, I hereby request and voluntarily authorize my employer to deduct from my wages an amount equal to the regular monthly dues applicable to members of Minnesota AFSCME Council 5, and further that such amount so deducted be sent to Minnesota AFSCME Council 5 for and on my behalf. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice to both my employer and Minnesota AFSCME Council 5 during the period not less than sixty (60) and not more than seventy-five (75) days before the annual anniversary date of this authorization. This authorization shall be automatically renewed as an irrevocable check-off year to year unless I revoke it in writing during the above described window period, irrespective of my membership in the Union.

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. By submitting this form, it shows that I agree with the terms above.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

### C Your Temporary AFSCME Membership Card

**AFSCME Council 5**  
Temporary Membership Card

Full Name (Print Clearly) \_\_\_\_\_

Council 5 use only -  
This is NOT your  
official Member #  
**905001**

#### Our Mission

**We advocate for excellence in services  
for the public, dignity in the workplace, and  
opportunity and prosperity for all workers**

Retain the card to the left as your proof of membership until your permanent card arrives. Note the number on the card is for reference only and is NOT your official AFSCME member number.

# LETTER OF UNDERSTANDING REGARDING LABOR MANAGEMENT COMMITTEE

Safe Haven Shelter for Battered Women ("Employer") and American Federation of State, County and Municipal Employees Union, Council 5, Local 3558 ("Union") agree as follows:

The parties shall create and utilize a Labor Management Committee as outlined herein during the October 1, 2025 through September 30, 2027 term of the collective bargaining agreement between Employer and Union ("Agreement"). This Letter of Understanding and the parties' obligations herein shall terminate September 30, 2027.

The LMC will study, evaluate, and make recommendations to either or both parties regarding issues brought before it. Neither the Employer or Union give up any rights under the law or the Agreement by the discussion of or disposition of any issue. No activities of the LMC shall violate, change or otherwise affect any provision of the Agreement without the explicit written approval of both parties. The willingness of either party to discuss an issue shall not be construed as an agreement to bargain or as a waiver of the right to bargain. The LMC shall be consensus based and therefore shall not require either party to agree on any issue.

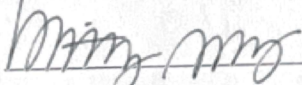
The Union may participate in BMS labor management training to be conducted at the Employer's worksite. The training shall be unpaid.

Any party wishing to discuss an issue shall submit an agenda two (2) weeks prior to each scheduled LMC meeting.

There shall be four (4) two hour long LMC meetings per contract year. Attendance at the LMC meetings for up to four (4) Employees will be paid time.

Dated: October 14, 2025


SAFE HAVEN SHELTER FOR BATTERED WOMEN

By  Brittany Robb  
Its Executive Director

Dated: 10/7/25

AMERICAN FEDERATION OF STATE, COUNTY AND

MUNICIPAL EMPLOYEES UNION COUNCIL 5, LOCAL 3558

By   
Its Field Representative

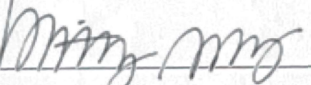
## LETTER OF UNDERSTANDING

Safe Haven Shelter for Battered Women ("Employer") and American Federation of State, County and Municipal Employees Union, Council 5, Local 3558 ("Union") agree as follows:

1. Employer and Union agree to submit the following issues to discuss at LMC:
  - a. Whether all new employees will receive on-floor training during their first three shifts by the Lead or the Training Coordinator.
  - b. Whether the Employer will provide a breakroom free from work activities suitable as a lunch breakroom, and furnished with tables and chairs.
2. For the term of this Agreement, Employer shall maintain its rights under the Minnesota Paid Family and Medical Leave Law as follows:
  - a. The right to deduct from employee wages an amount equal to 50% of the premium;
  - b. The right to require that leave taken under Minnesota Paid Family and Medical Leave Law run concurrently with FMLA if and when Employer becomes subject to the FMLA; and
  - c. The right to require that leave taken under Minnesota Paid Family and Medical Leave Law run concurrently with Minnesota Parental Leave Law.


Dated: October 14, \_\_\_\_\_, 2025

SAFE HAVEN SHELTER FOR BATTERED WOMEN

By  Brittany Robb  
Its Executive Director

Dated: 10/7 \_\_\_\_\_, 2025

AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES UNION COUNCIL 5, LOCAL 3558

By   
Its Field Representative